

CIA INTERNAL USE ONLY

N.

NOTICE

STAT NO.

LOGISTICS

DRAFT 17 August 1954

SUPPLY

STANDARDIZATION OF HEAVY-DUTY FILE FOLDERS

STAT REFERENCE: NOTICE No.

1. The following item has been added to the list of filing supplies standardized for Agency-wide use in reference Notice:

<u>Item</u>	<u>Stock No.</u>
Folder, file, pressboard, legal, metal tab, 1/3 out, slot punched in 1st and 3rd positions, linen "W" type expansion gusset.	

2. The above items are heavy-duty folders which will be issued for use only in those files where there are frequent references to records not subject to early retirement and where the heavy continuing usage of such files would necessitate replacement of the standard 11 point folders during the active life of the records. Standard heavy-duty file folders would be justifiably used, for example, for filing case or project records, where the rate of expansion and the period of time the records will be retained is such as to preclude the use of standard 11 point kraft folders.

3. This type folder is being standardized in order to replace many of the different types of heavy-duty folders now used in the Agency. Standardization of such a folder will effect substantial economies in the procurement and storage of folders.

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b. Such folders may be obtained by submitting a requisition through the Area Records Officer bearing the following statement for certification by the Area Records Officer.

These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point folders during the active life of the records.

Signed: \_\_\_\_\_  
(Title)

Requisitions for these folders received without this certification will be returned to the requesting office.

**DISTRIBUTION: AB**

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